



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JTD-565939

FOR:

**SPACE INTERFEROMETRY MISSION (SIM)  
GRID STAR VERIFICATION PROGRAM**

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date: April 30, 2003

Local Time: 3:00 p.m.

## **COMMUNICATIONS IN REFERENCE TO THIS RFP**

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name: John T. Davis  
Title: Subcontracts Manager

Mail Stop: 190-220  
Phone: 818 354-2055  
Fax: 818 354-3494  
E-Mail: John.T.Davis@jpl.nasa.gov

California Institute of Technology  
Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Date of Issuance: January 31, 2003

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### 2. **Attachments to the Solicitation.** See enclosed form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

### 3. **Specimen Contract**, dated January 22, 2003

## **GENERAL INSTRUCTIONS**

### **1.0 PROPOSAL REQUIREMENT**

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

### **2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL**

#### *2.1 Organization and Format.*

- 2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below. Please note that JPL has assigned a recommended page limitation to the individual proposal volumes.

<b><u>Volume No./Title</u></b>	<b><u>Page Limit</u></b>	<b><u>Number of Copies</u></b>
Volume I – See RFP’s Technical/Management Instructions		
Volume II – Cost	No limit	11
Volume III – Past Performance	10 pages	11

- 2.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.

- 2.1.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

#### *2.2 Address and Identification.*

Address your proposal on a yellow label containing JPL’s address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

#### *2.3 Hand Carried Proposals.*

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

### **3.0 GENERAL INFORMATION**

#### *3.1 Proposal Preparation and Related Costs.*

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

#### *3.2 Data.*

If the proposal contains data that either you or your subcontractors do not wish to be

disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

- 3.3 “Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. JTD-565939 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”

3.4 *Requests for Clarification/RFP Addenda.*

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing (via e-mail or conventional mail) to the individual referenced by “Attention:” on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP, and will be placed on the JPL RFP Website: <http://acquisition.jpl.nasa.gov/rfp/sim-grid-star/>. IT WILL BE YOUR RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW ADDENDA. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1 (for non-university, such as consortiums; A-5 for a university)].)

#### 4.0 **LATE PROPOSALS**

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.

**NOTE TO PROPOSERS:** If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

#### 6.0 **CONTRACT OPTION**

The Specimen Contract contains an Option Article, consisting of one option: Proposers are cautioned that the cost estimate for the option, the credibility of the cost estimate for the option period, and the technical/management proposal for the option will be considered in source selection in addition to that of the basic period. The technical evaluation will be in accordance with

paragraph 7 of these General Instructions. The Specimen Contract anticipates that JPL will negotiate the option period described in the Specimen Contract with the selected contractor(s).

## **7.0 SOURCE EVALUATION AND SELECTION PROCESS**

### **7.1 Source Evaluation.**

Proposals will be evaluated in the areas as described in Volume I – Technical/Management Instructions. Cost will not be scored and is of lesser importance than the combined technical and management areas given in Volume I – Technical/Management. JPL plans to make source selection(s) based on the offeror(s) whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer(s) with the lowest cost. However, JPL may select for negotiations a contractor(s) whose proposal offers a higher qualitative merit if the difference in cost is commensurate with added value. Conversely, JPL may select for negotiations a contractor(s) whose proposal offers a lower qualitative merit if the cost differential between it and other offers so warrants. For purposes of this evaluation, JPL may use the proposed costs or the JPL-determined probable costs, as defined in paragraph 7.1.6 below. JPL will evaluate the proposals utilizing the following process:

- 7.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in Volume I – Technical/Management Instructions.
- 7.1.2 An analysis of the supporting cost details is performed and the proposed costs are compared. If the Buy American Act, the Balance of Payments Program or rent free use of Government-furnished property applies, costs will be adjusted as required for the purpose of evaluation.
- 7.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc.) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 7.1.4 Further:
  - 7.1.4.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
  - 7.1.4.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
    - 7.1.4.2.1 Validate the proposed price; and
    - 7.1.4.2.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and

7.1.4.2.3 Clarify relevant past performance information.

7.1.4.3 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.

7.1.5 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:

7.1.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;

7.1.5.2 Verifying and identifying strengths and weaknesses which could affect work performance;

7.1.5.3 Verifying the validity of the proposed cost; and

7.1.5.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.

7.1.6 After discussions, the initial evaluation findings are reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the cost realism of each cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each proposer. "Probable cost" is defined as JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal. (NOTE: JPL will not request best and final offers (BAFOs).)

## 7.2 Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

7.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or conduct oral discussions prior to making source selection.

## **SPECIAL NOTE ON SOURCE EVALUATION SELECTION:**

7.4 Since the scope of the observing program outlined in this RFP is very large, the program is subdivided into four smaller work packages (see Exhibit II to the Specimen Contract). JPL seeks proposals for all of these work packages. A single grid group may propose for anywhere between one and four work packages. Grid group selection will be based on the optimum combination of proposals, and may result in the selection of one to four grid groups. JPL would prefer to avoid the administrative complications of coordinating as many as four different grid groups, but will do so if this makes the most sense, based on the proposals received, and the needs of the overall program. Only one grid group will be assigned to any one work package.

**8.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS**

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations; however if an agreement cannot be negotiated, your proposal may be rejected.

9.0 (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

**VOLUME I – TECHNICAL/MANAGEMENT INSTRUCTIONS**

*PRESENT AND ORGANIZE YOUR PROPOSAL IN ACCORDANCE WITH THE FOLLOWING:*

**PART A - MANDATORY QUALIFICATION CRITERION**

- ☐ There are no Mandatory Qualification Criteria for this RFP.
- ☒ Proposers must meet the following mandatory qualifications by time of award in order to be considered a qualified source and thereby eligible for award (include as a distinct section of your proposal):

*At least one team member for a Radial Velocity work package shall have observed on a two-meter-class or larger telescope for at least ten nights within the past five years. The proposer is to provide JPL the name of the observatory(ies), the dates observed, and (if available) a citation for publications using said data.*

The proposer shall provide, under a separate section within its proposal, a discussion demonstrating that the proposer meets (or will meet at the time of award) the mandatory qualification criteria set forth above.

**PART B - OPTION EVALUATION**

1. Check the appropriate boxes below:
  - ☐ The Specimen Contract does not contain an Option Article.
  - ☐ The Specimen Contract contains an Option Article. However, the option period of the Option Article will not be considered in the proposal evaluation for source selection purposes.
  - ☒ The Specimen Contract contains an Option Article. Both the basic requirements and the option period of the Option Article will be evaluated for source selection purposes as follows:
    - ☒ The cost/price estimate and the credibility thereof.
    - ☒ Technical/management merit (as determined by the attached “Part C – Technical/Management Instructions” and any succeeding “Part[s]”)
2. This portion of the proposal instructions sets forth the requirements to be followed in preparing the Management Proposal. The following specific information must be included to permit an evaluation of your management capabilities:

**PART C - TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS****INTRODUCTORY INSTRUCTIONS**

*JPL will evaluate Volume I of your proposal based on the information asked for in the below “INSTRUCTIONS,” in respect to the degree to which your proposal meets the requirements/needs of the Specimen Contract. The degree to which the requirements/needs are met may include any number of considerations, such as the suitability of the various areas of the technical/management approach(es), the level of understanding of the requirements, the extent of insight into the technical/management challenges and their solution(s), the effectiveness of management structure, the relevancy of corporate and/or personnel experience, etc., as is appropriate for each area of evaluation.*

<b>VOLUME I - EVALUATION AREAS/CRITERIA AND ORGANIZATION</b>				
<b>EVALUATION AREAS/CRITERIA AND THEIR WEIGHTING</b>		<b>ORGANIZATION</b>		
Evaluation Areas/Criteria	Weighting	Number of Copies	Page Limit*	
			Reco- mended	Re- quired
<b>TECHNICAL APPROACH AREA</b>		11		8
<ul style="list-style-type: none"> <li>T1 - Technical Approach               <ul style="list-style-type: none"> <li>Throughput</li> <li>Accuracy</li> <li>Merging of Work Packages</li> </ul> </li> </ul>	500			
<b>MANAGEMENT APPROACH AREA</b>		11		7
<ul style="list-style-type: none"> <li>M1 - Personnel Resources &amp; Organization Plan               <ul style="list-style-type: none"> <li>Principal Investigator</li> <li>Supporting Team Members</li> </ul> </li> </ul>	250			
<ul style="list-style-type: none"> <li>M2 – Facilities and their Schedule               <ul style="list-style-type: none"> <li>Proposed Facilities</li> <li>Schedule Flexibility/Contingency Plans</li> </ul> </li> </ul>	250			
<b>Total Score Possible:</b>	<b>1,000</b>			
*If “Page Limit” is checked: A page is each face of a piece of paper containing information; page size: 8 1/2” x 11”; any drawings/photos are included (foldouts will be considered 2 or more pages); single spacing minimum; type font not less than 10 pitch; all margins 1” or greater. If “Required” page limit, no pages beyond the number specified will be evaluated. Unless requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.				

**TECHNICAL/MANAGEMENT INSTRUCTIONS****TECHNICAL APPROACH AREA****CRITERION T1: TECHNICAL APPROACH (500 points)**

Provide a description of your Observing Plan in sufficient detail as to how it will meet the requirements of the Specimen Contract. Factors to be considered are:

**(1) Throughput**

Ability of observing technique, analysis, calibration strategy and observational strategy to handle anticipated volume of RV observations within the SIM Project deadlines.

(2) **Accuracy**

Ability of observing technique, analysis, calibration strategy and observational strategy to verifiably meet or exceed minimum RV accuracy.

(3) **Merging of Work Packages** (If applicable)

Advantages and benefits to the SIM Project from merging two or more work packages under one grid group.

**MANAGEMENT AREA APPROACH**

**CRITERION M1: PERSONNEL RESOURCES AND ORGANIZATION PLAN (250 points)**

Factors to be considered are:

(1) **Principal Investigator**

- Provide the related work experience for the past five years of the proposed Principal Investigator in efforts similar to that of the Specimen Contract. Include a relevant publication list.
- Discuss the Principal Investigator's involvement in past projects that included observing large numbers of targets and/or long-term observing projects.
- Describe the Principal Investigator's experience with observing facilities and instrumentation to be used in this effort.
- Discuss the Principal Investigator's expertise in managing observing projects with large numbers of targets and/or in managing long-term observing projects.

(2) **Supporting Team Members** (including that of any subcontractor, teaming relationships)

- Provide the related work and experience for the past five years of each proposed team member in efforts similar to that of the Specimen Contract. Include a relevant publication list.
- Discuss the involvement of each proposed team member in past projects that included observing large numbers of targets and/or long-term observing projects.
- Describe the experience of each proposed team member with observing facilities and instrumentation to be used in this effort.

(3) **Organization Plan**

Describe your proposed organizational structure, and that of any institution you may team with, for this effort, including staffing levels, and individual team member responsibilities, including integrating the efforts of and communication between team members.

**CRITERION M2: FACILITIES AND THEIR SCHEDULE (250 points)**

(1) **Proposed Facilities**

- Discuss the usefulness of proposed facilities, instruments, and analytical resources in fulfilling the needs of the Specimen Contract.
- Describe the level of guaranteed access to any proposed facility, instrument, and/or analytical resources. Proposers should make clear which resources they own, which they must rent or purchase, and which will be used subject to observing proposal acceptance.
- What is the length of time needed to ensure that proposed facilities, instruments, and analytical resources are functional at performance levels sufficient to fulfill the needs of the Specimen Contract, especially if any resource is to be built or modified prior to use by the Grid Group.
- What are the unique advantages, if any, of any proposed facility, instrumentation, and/or analytical resources.

(2) **Schedule Flexibility/Contingency Plans**

Discuss the flexibility and adaptability of your observation schedule in respect to such factors as changes in allocated telescope time, weather, etc.

## VOLUME II COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing your cost proposal, **which is to cover the basic Contract period AND Option period.**

### **1. DATA SUBMITTAL**

Provide the applicable data requested in paragraphs a. and b., below. Note that if any of the current information requested below has been previously submitted to JPL, resubmittal is not necessary; simply reference the applicable JPL RFQ or RFP number under which the data was submitted.

- a. Provide the cost breakdown information requested on Attachment A-19, "Cost Elements Breakdown (Short Form)." Proposers may provide the requested information, as applicable, on an alternate computer generated form.
- b. You are required to provide the following information subsequent to the submission of your proposal, if requested by the JPL Negotiator. This information must be received by JPL within 15 working days from the date of the request for the information to be further considered. Failure to provide this information in a timely manner may result in the elimination of the proposal from further consideration.
  - (1) For proposals greater than \$550,000, a Contract Pricing Proposal Cover Sheet, signed by the proposer's authorized representative, stating.
    - (a) The solicitation number, proposed cost, profit or fee, and total;
    - (b) Whether your organization is subject to cost accounting standards (CAS);
    - (c) Whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate;
    - (d) Whether you have been notified that you are or may be in noncompliance with your Disclosure Statement or CAS, and, if yes, an explanation;
    - (e) Whether any aspect of this proposal is inconsistent with your disclosed practices or applicable CAS, and, if so, an explanation; and
    - (f) Whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, "Cost Principles," and, if not, an explanation.
  - (2) The cost information requested in paragraphs "2." and "3." below. (NOTE: If the price of a purchased item is based on adequate price competition as defined in FAR Part 15, the cost elements supporting data addressed in paragraph 3 is not required for that item.)
  - (3) If your proposal exceeds \$550,000, the cost or pricing data requested below must be certified in accordance with Attachment B-10, "Certificate of Current Cost or Pricing Data," upon contract negotiation, unless an exception applies. If any exception per Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is applicable, you must submit a written request in accordance with Attachment B-13 to qualify for an exception to the requirement for submission of cost or pricing data.
  - (4) For each individual item included in the proposal for which the price exceeds \$550,000 and is based on catalog or market prices, or prices set by law or regulation, a written request for an exception to the submission of certified cost or pricing data in accordance with Attachment B-13, "Claims for Exceptions to Cost or Pricing Data," is required. If an item is subject to an

exception but is priced at less than or equal to \$550,000, state the basis of the price and provide appropriate reference documentation; a written request for an exception is not required. The cost elements supporting data addressed in paragraph 3 below is not required on any item for which an exception applies.

- (5) A letter authorizing the release of rate and other relevant information to the Jet Propulsion Laboratory.

## **2. PROPOSAL PRICING**

DO NOT submit the information requested below with your proposal. It will be subsequently required only at the request of the JPL Negotiator.

- a. Submit the cost information requested under item c. below, summarized by cost element and time phased by month. Labor should be proposed by work hour not work month. This information should be submitted using Attachment A-15, "Cost Elements Breakdown," or your computer generated equivalent. If possible, include a copy of the data on a CD in an Excel or Excel-compatible format (e.g., Lotus 1-2-3, Quattro Pro, Microsoft Works, Dbase, etc.). If the proposal includes separate phases or options, a time-phased summary must be submitted for each.
- b. (THIS PARAGRAPH INTENTIONALLY LEFT BLANK).
- c. Submit the following cost information as described in item a., above.
  - (1) Total Effort - WBS level 1.
  - (2) Report Items - WBS level 2 (items subject to monthly financial reporting).
  - (3) Tasks - WBS level 3 (items one WBS level below report items).

## **3. COST ELEMENTS SUPPORTING DATA**

DO NOT submit the information requested below with your proposal. It will be subsequently required only at the request of the JPL Negotiator.

- a. *Direct Labor.*
  - (1) Explain the basis of the labor-hour estimates by classification. Show all calculations in detail, including the development of any factored hours and the base to which the factor is applied.
  - (2) Discuss the development of the labor rates, including all escalation factors. Include a summary rate table by classification and lowest fiscal distribution (i.e., by quarter if rates change quarterly). If available, submit evidence of Government approval of direct labor rates for each labor classification.
- b. *Material.*

Submit a breakdown of raw materials and purchased parts, including: basis of estimates, part number, description, quantity, unit price, extended price, and source of supply. Describe any pricing factors proposed, such as scrap, rework, and usage.

c. *Subcontracts.*

Identify each effort to be subcontracted. List the selected subcontractor's name, location, amount proposed and type of contract. Explain any adjustment made to the subcontractor's proposed costs. Describe the cost or price estimates for each subcontract.

d. *Other Direct Costs.*

(1) Travel and Relocation.

- (a) Indicate the destination, duration and purpose of each trip proposed. Detail the development of each cost element included in the per trip cost.
- (b) Submit current company policy regarding the reimbursement of travel relocation costs and the accounting of such costs as a direct or indirect expense.

(2) Special Tooling and Special Test Equipment.

- (a) Special Tooling and Special Test Equipment are defined in JPL form entitled "Management of Government Property in the Possession of Contractors," which is incorporated into the Specimen Contract. Describe each item of Special Tooling and Special Test Equipment you proposed; explain how it meets the definition referenced above; indicate where and when each item is to be used and the extent of usage.
- (b) Explain the Basis of Estimate and furnish supporting data for each item of Special Tooling and Special Test Equipment in accordance with the requirements of the paragraphs entitled "Direct Labor," "Material" and "Subcontracts" above.

(3) Computer Usage.

Describe the proposed computer usage, extent of usage, rate(s), and the total cost. Explain the development of the rate(s).

(4) Consultants.

Indicate the specific task requiring consultant services. Identify the proposed consultants, state the proposed hourly/daily rate, the estimated number of hours/days, and any associated costs (such as travel). State whether the consultant has been compensated at the quoted rate for similar services performed in connection with Government contracts.

(5) Licensing and Royalty Information.

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

(6) Other.

Explain and support any additional other direct costs included in the proposal.

e. *Indirect Costs.*

- (1) Discuss the development of each proposed indirect expense rate (e.g., labor overhead, material overhead, off-site burden, general and administrative [G&A]). Specifically identify

the cost elements included in the base to which each rate is applied. List the indirect expense rates experienced for the past two years. Explain any significant variance between the experienced and proposed rates. Submit evidence of Government approval of each indirect rate, if available.

- (2) Identify separately any independent research and development expenses included in the G&A rate.

4. (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)
5. (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)
6. (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)
7. (THIS PARAGRAPH IS INTENTIONALLY LEFT BLANK)

## **8. SUPPLEMENTAL BUSINESS/COST INFORMATION**

- a. Financial Statement:

If you are a non-profit organization:

- submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort, such as an established line of credit or other financial resource.
- If you are a university, please submit a copy of your last OMB Circular A-133 Report.

If this information has recently been submitted to JPL, resubmittal is not necessary; simply reference the applicable JPL RFP number under which the data was submitted.

- b. Royalties.

If your proposal contains costs for royalties, indicate the amount and be ready to furnish details.

- c. Accounting Calendar.

The proposer will furnish its accounting calendar for each year in which work is anticipated.

- d. Attachments.

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP, which can be found at <http://acquisition.jpl.nasa.gov/e2000.htm>. Group A Attachments must be completed and attached to your cost proposal. Group B attachments consist of forms and documents for informational purposes only. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.



## ATTACHMENTS TO THE SOLICITATION

for RFP No. JTD-565939

The following attached forms and documents are organized into two major groupings (Both A and B Attachments can be found at <http://acquisition.jpl.nasa.gov/e2000.htm>):

1. Group A must be completed and returned as part of your quotation or cost proposal.
2. Group B is for information purposes only in preparing your quotation/proposal.

***NOTE TO PROPOSERS:*** Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked "X."

### **GROUP A – Complete and return as part of your quotation/cost proposal, as applicable:**

<u>Attachment Number</u>	<u>Title and Form Number</u>
------------------------------	------------------------------

- |                                     |      |  |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | A-1  | Acknowledgment (form JPL 2384): for non-universities   |
| <input checked="" type="checkbox"/> | A-2  | Cost Accounting Standards (form JPL 2842): if not a university or small business                         |
| <input type="checkbox"/>            | A-3  | Government Property Questionnaire (form JPL 0544)  |
| <input type="checkbox"/>            | A-4  | Acknowledgment - Commercial Items or Services (form JPL 2384-1)  |
| <input checked="" type="checkbox"/> | A-5  | Acknowledgment - CREI Contract (form JPL 2384-3)   |
| <input type="checkbox"/>            | A-6  | Notice of Total Small Business Set-Aside (form JPL 4022)   |
| <input type="checkbox"/>            | A-7  | Notice of Total Small Business Set-Aside – Modified (form JPL 4023)                                      |
| <input type="checkbox"/>            | A-8  | (RESERVED)   |
| <input type="checkbox"/>            | A-9  | (RESERVED)   |
| <input type="checkbox"/>            | A-10 | (RESERVED)   |
| <input type="checkbox"/>            | A-11 | (RESERVED)   |
| <input type="checkbox"/>            | A-12 | (RESERVED)   |
| <input type="checkbox"/>            | A-13 | (RESERVED)   |
| <input checked="" type="checkbox"/> | A-14 | Past Performance (form JPL 0358)   |
| <input type="checkbox"/>            | A-15 | Cost Element Breakdown (form JPL 0549)   |
| <input type="checkbox"/>            | A-16 | Determination of Lowest Overall Price – Time-and-Material Proposals (form JPL 0359)                      |
| <input type="checkbox"/>            | A-17 | Determination of Lowest Overall Price – Labor Hour Proposals (form JPL 0363)                             |
| <input type="checkbox"/>            | A-18 | Determination of Lowest Overall Price – Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364) |
| <input checked="" type="checkbox"/> | A-19 | Cost Elements Breakdown (Short Form) (form JPL 0549-1)   |
| <input type="checkbox"/>            |      |  |

**GROUP B - For information only (for RFP No. JTD-565939):**

**Attachment  
Number**

**Title and Form Number**

- |                                     |      |  |
|-------------------------------------|------|--|
| <input type="checkbox"/>            | B-1  | Waiver of Rights to Inventions (form JPL 62-301):  |
| <input type="checkbox"/>            | B-2  | Summary Work Breakdown Structure (no form number)  |
| <input type="checkbox"/>            | B-3  | Notice to Offerors (form JPL 2843)   |
| <input type="checkbox"/>            | B-4  | ° Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844)<br>° Patent Agreement (form JPL 1929)   |
| <input type="checkbox"/>            | B-5  | Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)   |
| <input checked="" type="checkbox"/> | B-6  | Requirements for a Subcontracting Plan (form JPL 0294): small business is exempt   |
| <input type="checkbox"/>            | B-7  | Security Requirements for a Classified Contract (form JPL 2891)  |
| <input type="checkbox"/>            | B-8  | Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)  |
| <input type="checkbox"/>            | B-9  | <input type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)<br><input type="checkbox"/> Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities - Alternate (form JPL 2896-1) |
| <input checked="" type="checkbox"/> | B-10 | Certificate of Current Cost or Pricing Data (form JPL 2496)  |
| <input type="checkbox"/>            | B-11 | Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)   |
| <input type="checkbox"/>            | B-12 | (RESERVED)   |
| <input checked="" type="checkbox"/> | B-13 | Claims for Exceptions to Cost or Pricing Data (form JPL 2703)  |
| <input checked="" type="checkbox"/> | B-14 | Billing Instructions - Cost-Type Contract (form JPL 2716)  |
| <input checked="" type="checkbox"/> | B-15 | Billing Instructions - CREI Contract (form JPL 2717)   |
| <input type="checkbox"/>            | B-16 | Billing Instructions - Labor-Hour/Time-and-Material Contract (form JPL 2718)   |
| <input type="checkbox"/>            | B-17 | JPL Contractor Safety and Health Notification (form JPL 2885)  |
| <input type="checkbox"/>            |      |  |